

# Position Description – Project Administrator (Copyright)

## **Overall Purpose:**

This position would be responsible for providing a range of administrative and project management assistance to the National Manager, Information Resources & Copyright in the delivery and onboarding/implementation of a number of enterprise projects. Liaison and coordination with other business units will also be required to ensure cross-collaboration and sharing of information to achieve project milestones.

## **Key Responsibilities:**

- Provide a range of project support services and functions that may include coordination of activities, data entry, stakeholder correspondence and other project related activities.
- Contribute to the development, implementation and undertake maintenance activities associated to database management.
- Prepare high quality stakeholder communications regarding a range of project activities and deliverables.
- Assist in quality assurance, compliance and system testing activities.
- Maintain good working relationships with stakeholders.
- Support the review and improvement of existing documentation or processes, implementation of new processes and creation of new templates.
- Adhere to strict deadlines in a professional manner.
- As required, support the project manager and wider team with general administrative tasks, as well as project specific administration

## **Qualifications and Skills:**

### ***Essential:***

- Demonstrated experience in administration, project administration or equivalent
- Proficiency in Microsoft Word, Excel and Outlook
- High level of attention to detail, accuracy and ability to meet deadlines
- Well-developed organisation and time management skills
- Demonstrated ability to use sound judgement and problem solving skills
- Ability to work independently, reliable and punctual

### ***Desirable:***

- Previous experience in education or Australian copyright